

We are currently updating our site; thank you for your patience.

INVENTORY

PART REQUESTS – DELETE

You can **delete** a part request directly from the '**Part Requests for the Site**' listing screen. If there is more than one item linked to the part request then the system will give you the option to remove either, all the items on the request, or only the selected item.

Ribbon Select Inventory > Part Requests



- The **Part Requests for the Site** screen will display.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

For a detailed handling of this topic refer to [Site Selection](#).

- The **State** filter will default to '**All States**' upon opening. You do not need to select a specific **State** to proceed with the **delete** process. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to delete.

For a detailed handling of this topic refer to [State/Type Selection](#).

- The list of **part requests** displayed will be dependant on the **Site** and **State** selected.

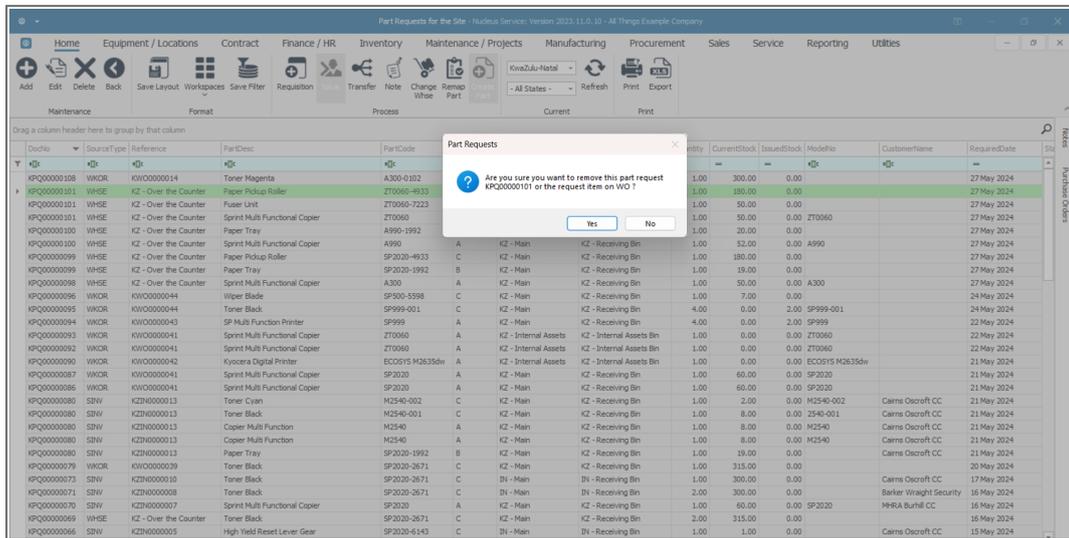
DocNo	SourceType	Reference	PartDesc	PartCode	PartType	WarehouseName	BinName	Quantity	CurrentStock	IssuedStock	ModelNo	CustomerName	RequiredDate
KPQ0000095	WKOR	KW0000044	Toner Black	SP999-001	C	KZ - Main	KZ - Receiving Bn	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ0000094	WKOR	KW0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bn	4.00	0.00	2.00	SP999		22 May 2024
KPQ0000093	WKOR	KW0000041	Sprint Multi Functional Copier	Z70060	A	KZ - Internal Assets	KZ - Internal Assets Bn	1.00	0.00	0.00	Z70060		22 May 2024
KPQ0000092	WKOR	KW0000041	Sprint Multi Functional Copier	Z70060	A	KZ - Internal Assets	KZ - Internal Assets Bn	1.00	0.00	0.00	Z70060		22 May 2024
KPQ0000090	WKOR	KW0000042	Kyocera Digital Printer	ECOSYS M3635dw	A	KZ - Internal Assets	KZ - Internal Assets Bn	1.00	0.00	0.00	ECOSYS M3635dw		21 May 2024
KPQ0000087	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000086	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Black	M2540-002	C	KZ - Main	KZ - Receiving Bn	1.00	2.00	0.00	M2540-002	Carns Oscofrf CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bn	1.00	8.00	0.00	M2540-001	Carns Oscofrf CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bn	1.00	8.00	0.00	M2540	Carns Oscofrf CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bn	1.00	8.00	0.00	M2540	Carns Oscofrf CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bn	1.00	19.00	0.00		Carns Oscofrf CC	21 May 2024
KPQ0000079	WKOR	KW0000039	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bn	1.00	315.00	0.00			20 May 2024
KPQ0000073	SNV	KZIN000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bn	1.00	300.00	0.00		Carns Oscofrf CC	17 May 2024
KPQ0000071	SNV	KZIN000008	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bn	2.00	300.00	0.00		Barker Wraight Security	16 May 2024
KPQ0000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020	MHRCA Buhll CC	16 May 2024
KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bn	2.00	315.00	0.00			16 May 2024
KPQ0000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	C	IN - Main	IN - Receiving Bn	1.00	1.00	0.00		Carns Oscofrf CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	B	IN - Main	IN - Receiving Bn	1.00	50.00	0.00		Carns Oscofrf CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Paper Tray	SP2020-1992	B	IN - Main	IN - Receiving Bn	1.00	20.00	0.00		Carns Oscofrf CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020	Carns Oscofrf CC	15 May 2024
KPQ0000060	WKOR	KW0000033	Toner Black	M2540-001	C	KZ - Office Supplies	KZ - OS - Consumables	1.00	1.00	0.00	M2540-001		10 May 2024
KPQ0000057	WKOR	KW0000033	Toner Black	M2540-001	C	KZ - Office Supplies	KZ - OS - Consumables	1.00	1.00	0.00	M2540-001		10 May 2024
KPQ0000056	WKOR	KW0000033	Toner Black	M2540-001	C	KZ - Office Supplies	KZ - OS - Consumables	1.00	1.00	0.00	M2540-001		10 May 2024
KPQ0000053	WHSE	KZ - Electronics	Sharp M451 A3 color multifunction printer	M451	A	KZ - Main	KZ - Receiving Bn	2.00	6.00	0.00	M451		08 May 2024
KPQ0000053	WHSE	KZ - Electronics	Kyocera Digital Printer	ECOSYS M3635dw	A	KZ - Main	KZ - Receiving Bn	2.00	14.00	0.00	ECOSYS M3635dw		08 May 2024
KPQ0000053	WHSE	KZ - Electronics	Toner Magenta	M2540-004	C	KZ - Main	KZ - Receiving Bn	2.00	0.00	0.00	M2540-004		08 May 2024
KPQ0000053	WHSE	KZ - Electronics	Toner Yellow	M5000P-6276	C	KZ - Main	KZ - Receiving Bn	2.00	0.00	0.00	M5000P6276		08 May 2024

DELETE A SINGLE ITEM FROM THE PART REQUEST

You may wish to delete only one item from a part request.

- Select the **row** of the part request item that you wish to remove.
- In this example, you will note that there are **3** items linked to the part request.
- Click on **Delete**.

- A **Part Requests** message box will pop up with the following prompt:
 - Are you sure you want to remove this part request [] or the request item on WO?
- Click on **Yes**.



- A **Remove parts request** message box will pop up with the following prompt:
 - Do you want to remove only this part request item?

Remember: For this process, only the selected item on the part request is to be removed.

- Click on **Yes**.

DocNo	Source Type	Reference	Part Desc	Part Code	Part Type	Warehouse Name	Bin Name	Quantity	Current Stock	Issued Stock	Model No	Customer Name	Required Date
KPQ0000108	WKOR	KW0000014	Toner Magenta	A300-0102	C	KZ - Main	KZ - Receiving Bin	1.00	300.00	0.00			27 May 2024
KPQ0000101	WHSE	KZ - Over the Counter	Fuser Unit	270660-7223	B	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00			27 May 2024
KPQ0000101	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	ZT0060	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00	ZT0060		27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	B	KZ - Main	KZ - Receiving Bin	1.00	20.00	0.00			27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	A	KZ - Main	KZ - Receiving Bin	1.00	52.00	0.00	A990		27 May 2024
KPQ0000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	C	KZ - Main	KZ - Receiving Bin	1.00	180.00	0.00			27 May 2024
KPQ0000098	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00			27 May 2024
KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00	A300		27 May 2024
KPQ0000096	WKOR	KW0000044	Wiper Blade	SP500-5598	C	KZ - Main	KZ - Receiving Bin	1.00	7.00	0.00			24 May 2024
KPQ0000095	WKOR	KW0000044	Toner Black	SP999-001	C	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ0000094	WKOR	KW0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999		22 May 2024
KPQ0000093	WKOR	KW0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ0000092	WKOR	KW0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ0000090	WKOR	KW0000042	Kyocera Digital Printer	ECOSYS M2635dv	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dv		21 May 2024
KPQ0000087	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000086	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Cyan	M2540-002	C	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.00	M2540-002	Carns Oscoff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540-001	Carns Oscoff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Carns Oscoff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00		Carns Oscoff CC	21 May 2024
KPQ0000079	WKOR	KW0000039	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.00			20 May 2024
KPQ0000079	SNV	KZIN000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	1.00	300.00	0.00		Carns Oscoff CC	17 May 2024
KPQ0000071	SNV	KZIN000008	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	2.00	300.00	0.00		Banker Wright Security	16 May 2024
KPQ0000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020	MIRA Buhll CC	16 May 2024
KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.00			16 May 2024
KPQ0000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	C	IN - Main	IN - Receiving Bin	1.00	1.00	0.00		Carns Oscoff CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	B	IN - Main	IN - Receiving Bin	1.00	50.00	0.00		Carns Oscoff CC	15 May 2024

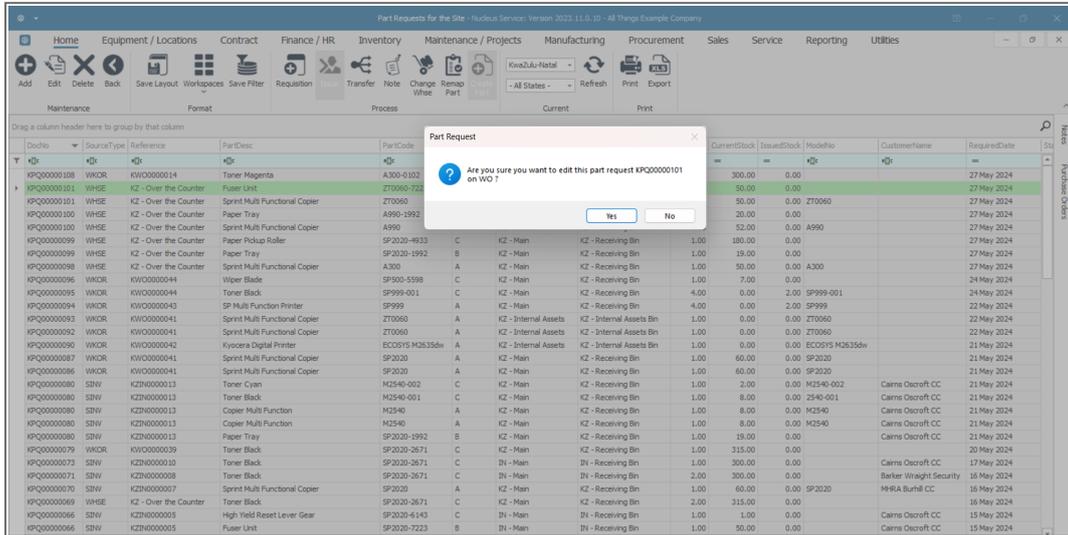
- The screen will **refresh** and the selected part request item will be **removed** from the data grid.
- Note the remaining **2** items are still listed here.

VIEW UPDATED PART REQUEST

- Select any one of these remaining rows.
- Click on **Edit**.

DocNo	Source Type	Reference	Part Desc	Part Code	Part Type	Warehouse Name	Bin Name	Quantity	Current Stock	Issued Stock	Model No	Customer Name	Required Date
KPQ0000108	WKOR	KW0000014	Toner Magenta	A300-0102	C	KZ - Main	KZ - Receiving Bin	1.00	300.00	0.00			27 May 2024
KPQ0000101	WHSE	KZ - Over the Counter	Fuser Unit	270660-7223	B	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00			27 May 2024
KPQ0000101	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	ZT0060	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00	ZT0060		27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	B	KZ - Main	KZ - Receiving Bin	1.00	20.00	0.00			27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	A	KZ - Main	KZ - Receiving Bin	1.00	52.00	0.00	A990		27 May 2024
KPQ0000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	C	KZ - Main	KZ - Receiving Bin	1.00	180.00	0.00			27 May 2024
KPQ0000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00			27 May 2024
KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00	A300		27 May 2024
KPQ0000096	WKOR	KW0000044	Wiper Blade	SP500-5598	C	KZ - Main	KZ - Receiving Bin	1.00	7.00	0.00			24 May 2024
KPQ0000095	WKOR	KW0000044	Toner Black	SP999-001	C	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ0000094	WKOR	KW0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999		22 May 2024
KPQ0000093	WKOR	KW0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ0000092	WKOR	KW0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ0000090	WKOR	KW0000042	Kyocera Digital Printer	ECOSYS M2635dv	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dv		21 May 2024
KPQ0000087	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000086	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Cyan	M2540-002	C	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.00	M2540-002	Carns Oscoff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540-001	Carns Oscoff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Carns Oscoff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00		Carns Oscoff CC	21 May 2024
KPQ0000079	WKOR	KW0000039	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.00			20 May 2024
KPQ0000073	SNV	KZIN000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	1.00	300.00	0.00		Carns Oscoff CC	17 May 2024
KPQ0000071	SNV	KZIN000008	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	2.00	300.00	0.00		Banker Wright Security	16 May 2024
KPQ0000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020	MIRA Buhll CC	16 May 2024
KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.00			16 May 2024
KPQ0000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	C	IN - Main	IN - Receiving Bin	1.00	1.00	0.00		Carns Oscoff CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	B	IN - Main	IN - Receiving Bin	1.00	50.00	0.00		Carns Oscoff CC	15 May 2024

- A **Parts Request** message box will pop up with the following prompt:
 - **Are you sure you want to edit this part request [] on WO?**
- Click on **Yes**.

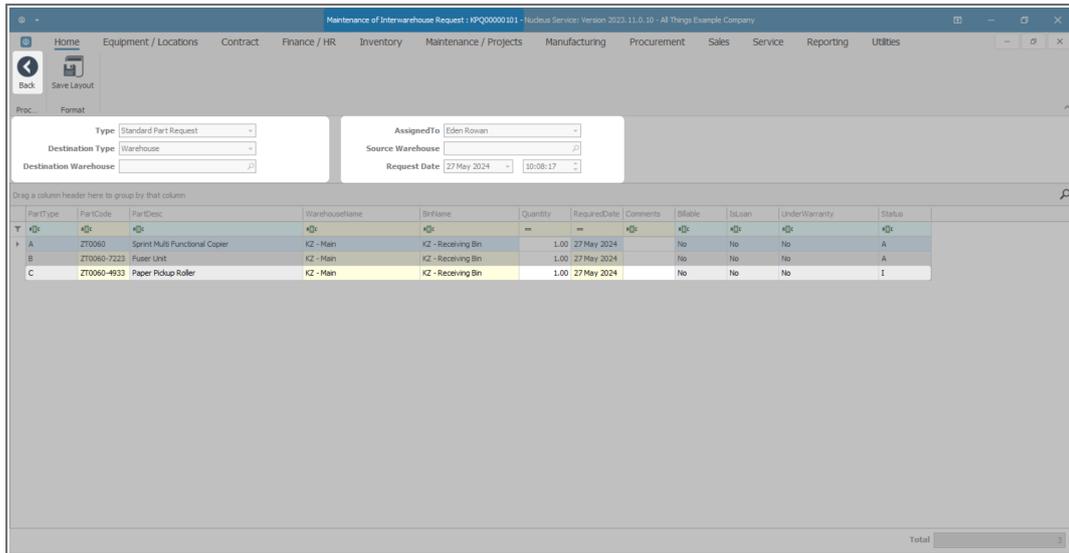


- The **Maintenance of Interwarehouse Request: []** screen will open.
- Although the removed item remains in the Parts data grid, note that the item row status is **I - Inactive**.



When a **requisition is raised** for this part request, the removed item will **not** be added to the requisition.

- **Close** the screen or click on **Back** to return to the **Part Requests for the Site** screen.



PartType	PartCode	PartDesc	WarehouseName	BinName	Quantity	RequestDate	Comments	B/Bable	Is Loan	Under Warranty	Status
A	ZT0060	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	1.00	27 May 2024		No	No	No	A
B	ZT0060-7223	Fuser Unit	KZ - Main	KZ - Receiving Bin	1.00	27 May 2024		No	No	No	A
C	ZT0060-4933	Paper Pickup Roller	KZ - Main	KZ - Receiving Bin	1.00	27 May 2024		No	No	No	I

DELETE ALL ITEMS FROM THE PART REQUEST

You may wish to delete all the items linked to a part request.

- In the **Part Requests for the Site** listing screen -
- Search for the part request where you wish to delete all the linked items.
 - In this example, you will note that there are **2** items linked to the part request.
- Select the row of either item.
- Click on **Delete**.

DocNo	SourceType	Reference	PartDesc	PartCode	PartType	WarehouseName	BinName	Quantity	CurrentStock	IssuedStock	ModelNo	CustomerName	RequiredDate
KPQ0000108	WKOR	KW0000014	Toner Magenta	A300-0102	C	KZ - Main	KZ - Receiving Bn	1.00	300.00	0.00			27 May 2024
KPQ0000101	WHSE	KZ - Over the Counter	Fuser Unit	ZT0060-7223	B	KZ - Main	KZ - Receiving Bn	1.00	50.00	0.00			27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	ZT0060	A	KZ - Main	KZ - Receiving Bn	1.00	50.00	0.00	ZT0060		27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	B	KZ - Main	KZ - Receiving Bn	1.00	20.00	0.00			27 May 2024
KPQ0000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	A	KZ - Main	KZ - Receiving Bn	1.00	52.00	0.00	A990		27 May 2024
KPQ0000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	C	KZ - Main	KZ - Receiving Bn	1.00	180.00	0.00			27 May 2024
KPQ0000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bn	1.00	19.00	0.00			27 May 2024
KPQ0000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving Bn	1.00	50.00	0.00	A300		27 May 2024
KPQ0000096	WKOR	KW0000044	Wiper Blade	SP500-5588	C	KZ - Main	KZ - Receiving Bn	1.00	7.00	0.00			24 May 2024
KPQ0000095	WKOR	KW0000044	Toner Black	SP999-001	C	KZ - Main	KZ - Receiving Bn	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ0000094	WKOR	KW0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bn	4.00	0.00	2.00	SP999		22 May 2024
KPQ0000093	WKOR	KW0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bn	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ0000092	WKOR	KW0000041	Sprint Multi Functional Copier	ZT0060	A	KZ - Internal Assets	KZ - Internal Assets Bn	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ0000090	WKOR	KW0000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bn	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024
KPQ0000087	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000086	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020		21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Cyan	M2540-002	C	KZ - Main	KZ - Receiving Bn	1.00	2.00	0.00	M2540-002	Carns Ocecroft CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bn	1.00	8.00	0.00	M2540-001	Carns Ocecroft CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bn	1.00	8.00	0.00	M2540	Carns Ocecroft CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bn	1.00	19.00	0.00		Carns Ocecroft CC	21 May 2024
KPQ0000079	WKOR	KW0000039	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bn	1.00	315.00	0.00			20 May 2024
KPQ0000077	SNV	KZIN000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bn	1.00	300.00	0.00			17 May 2024
KPQ0000071	SNV	KZIN000008	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bn	2.00	300.00	0.00			16 May 2024
KPQ0000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bn	1.00	60.00	0.00	SP2020	MIRA Burhill CC	16 May 2024
KPQ0000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bn	2.00	315.00	0.00			16 May 2024
KPQ0000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	C	IN - Main	IN - Receiving Bn	1.00	1.00	0.00			15 May 2024
KPQ0000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	B	IN - Main	IN - Receiving Bn	1.00	50.00	0.00			15 May 2024

- A **Part Requests** message box will pop up with the following prompt:
 - Are you sure you want to remove this part request [] or the request item on WO []?
- Click on **Yes**.

Part Requests

Are you sure you want to remove this part request KPQ00000101 or the request item on WO ?

Yes No

- A **Remove parts request** message box will pop up with the following prompt:
 - Do you want to remove only this part request item?

Note: Now that you have viewed the entire part request (see above), you can make an informed decision as to whether you wish to delete all the items or the selected part only.

Remember: For this process, all the items on the part request are to be removed.

- Click on **No**.

The screenshot shows a software interface with a table of part requests. A dialog box titled 'Remove parts request' is open, asking 'Do you want to remove only this part request item?' with 'Yes' and 'No' buttons. The table below contains the following data:

PartCode	SourceType	Reference	PartDesc	PartCode	Quantity	CurrentStock	IssuedStock	ModeHs	CustomerName	RequiredDate
KPQ00000108	WKOR	KW00000014	Toner Magenta	A300-0102	1.00	300.00	0.00			27 May 2024
KPQ00000101	WHSE	KZ - Over the Counter	Paper Tray	270060-7223	1.00	50.00	0.00	ZT0060		27 May 2024
KPQ00000101	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	270060	1.00	50.00	0.00	ZT0060		27 May 2024
KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	1.00	20.00	0.00			27 May 2024
KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	1.00	52.00	0.00	A990		27 May 2024
KPQ00000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	1.00	180.00	0.00			27 May 2024
KPQ00000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	1.00	19.00	0.00			27 May 2024
KPQ00000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	1.00	50.00	0.00	A300		27 May 2024
KPQ00000096	WKOR	KW00000044	Wiper Blade	SP500-5588	1.00	7.00	0.00			24 May 2024
KPQ00000095	WKOR	KW00000044	Toner Black	SP999-001	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ00000094	WKOR	KW00000043	SP Multi Function Printer	SP999	4.00	0.00	2.00	SP999		22 May 2024
KPQ00000093	WKOR	KW00000041	Sprint Multi Functional Copier	ZT0060	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ00000092	WKOR	KW00000041	Sprint Multi Functional Copier	ZT0060	1.00	0.00	0.00	ZT0060		22 May 2024
KPQ00000090	WKOR	KW00000042	Kwocoas Digital Printer	EC0515 M2635dv	1.00	0.00	0.00	EC0515 M2635dv		21 May 2024
KPQ00000087	WKOR	KW00000041	Sprint Multi Functional Copier	SP2020	1.00	60.00	0.00	SP2020		21 May 2024
KPQ00000086	WKOR	KW00000041	Sprint Multi Functional Copier	SP2020	1.00	60.00	0.00	SP2020		21 May 2024
KPQ00000080	SNV	KZIN000013	Toner Cyan	M2540-002	1.00	2.00	0.00	M2540-002	Carns Ozsoft CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Toner Black	M2540-001	1.00	8.00	0.00	M2540-001	Carns Ozsoft CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Copier Multi Function	M2540	1.00	8.00	0.00	M2540	Carns Ozsoft CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Copier Multi Function	M2540	1.00	8.00	0.00	M2540	Carns Ozsoft CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Paper Tray	SP2020-1992	1.00	19.00	0.00		Carns Ozsoft CC	21 May 2024
KPQ00000079	WKOR	KW00000039	Toner Black	SP2020-2671	1.00	315.00	0.00			20 May 2024
KPQ00000073	SNV	KZIN000010	Toner Black	SP2020-2671	1.00	300.00	0.00		Carns Ozsoft CC	17 May 2024
KPQ00000071	SNV	KZIN000008	Toner Black	SP2020-2671	2.00	300.00	0.00		Baker Wright Security	16 May 2024
KPQ00000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	1.00	60.00	0.00	SP2020	HEPA Bushill CC	16 May 2024
KPQ00000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	2.00	315.00	0.00			16 May 2024
KPQ00000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	1.00	1.00	0.00		Carns Ozsoft CC	15 May 2024
KPQ00000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	1.00	50.00	0.00		Carns Ozsoft CC	15 May 2024

- The screen will **refresh** and all the part request items will be **removed** from the data grid.
 - Note **both** items linked to the part request have been removed from the data grid.

Part Requests for the Site - Nucleus Services: Version 2023.11.0.10 - All Things Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Workspaces Save Filter Requisition Issue Note Change Whse Remap Part

KwaZulu-Natal - All States - Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocNo	SourceType	Reference	PartDesc	PartCode	PartType	WarehouseName	BinName	Quantity	CurrentStock	IssuedStock	ModelNo	CustomerName	RequiredDate
KPQ00000100	WHSE	KZ - Over the Counter	Paper Tray	A990-1992	B	KZ - Main	KZ - Receiving Bin	1.00	20.00	0.00			27 May 2024
KPQ00000100	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A990	A	KZ - Main	KZ - Receiving Bin	1.00	52.00	0.00	A990		27 May 2024
KPQ00000099	WHSE	KZ - Over the Counter	Paper Pickup Roller	SP2020-4933	C	KZ - Main	KZ - Receiving Bin	1.00	180.00	0.00			27 May 2024
KPQ00000099	WHSE	KZ - Over the Counter	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00			27 May 2024
KPQ00000098	WHSE	KZ - Over the Counter	Sprint Multi Functional Copier	A300	A	KZ - Main	KZ - Receiving Bin	1.00	50.00	0.00	A300		27 May 2024
KPQ00000096	WKOR	KW00000044	Wiper Blade	SP500-5598	C	KZ - Main	KZ - Receiving Bin	1.00	7.00	0.00			24 May 2024
KPQ00000095	WKOR	KW00000044	Toner Black	SP999-001	C	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ00000094	WKOR	KW00000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999		22 May 2024
KPQ00000093	WKOR	KW00000041	Sprint Multi Functional Copier	ZT0660	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0660		22 May 2024
KPQ00000092	WKOR	KW00000041	Sprint Multi Functional Copier	ZT0660	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT0660		22 May 2024
KPQ00000090	WKOR	KW00000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024
KPQ00000087	WKOR	KW00000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024
KPQ00000086	WKOR	KW00000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020		21 May 2024
KPQ00000080	SNV	KZIN000013	Toner Cyan	M2540-002	C	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.00	M2540-002	Carns Osofrc CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540-001	Carns Osofrc CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Carns Osofrc CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Carns Osofrc CC	21 May 2024
KPQ00000080	SNV	KZIN000013	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00		Carns Osofrc CC	21 May 2024
KPQ00000079	WKOR	KW00000039	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.00			20 May 2024
KPQ00000073	SNV	KZIN000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	1.00	300.00	0.00		Carns Osofrc CC	17 May 2024
KPQ00000071	SNV	KZIN000008	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	2.00	300.00	0.00		Barber Wright Security	16 May 2024
KPQ00000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020	MIRA Buthl CC	16 May 2024
KPQ00000069	WHSE	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.00			16 May 2024
KPQ00000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	C	IN - Main	IN - Receiving Bin	1.00	1.00	0.00		Carns Osofrc CC	15 May 2024
KPQ00000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	B	IN - Main	IN - Receiving Bin	1.00	50.00	0.00		Carns Osofrc CC	15 May 2024
KPQ00000066	SNV	KZIN000005	Paper Tray	SP2020-1992	B	IN - Main	IN - Receiving Bin	1.00	20.00	0.00		Carns Osofrc CC	15 May 2024
KPQ00000066	SNV	KZIN000005	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	60.00	0.00	SP2020	Carns Osofrc CC	15 May 2024

Related Topics

[Part Requests - Add](#)

[Part Requests - Edit \(View\)](#)

MNU.032.004

